

Housing Finance Authority of Leon County
March 15, 2019
Meeting Minutes

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Ms. Marnie George, Vice-Chair
Dr. Jeffrey Sharkey, Secretary
Ms. Gail Milon
Mr. Mike Rogers
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

BOND COUNSEL: Mr. Jason Breth

COUNTY STAFF: Mr. Matthew Wyman

COUNTY ATTORNEY: None

GUESTS PRESENT: None

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:00 P.M

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Vice-Chair George, Mr. Rogers, and Mr. Stucks. Secretary Sharkey and Ms. Milon arrived after the Roll Call. Treasurer Gay notified staff within the required time period that she would not be attending the meeting and was excused.

Agenda Item #2: Approval of the March 15, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of March 15, 2019 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Ms. George. Motion passed unanimously.

Agenda Item #3: Approval of the February 14, 2019 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the February 14, 2019 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #4: Public Comment

There was no public comment.

Action Taken: No action taken

Agenda Items #5A-5D Financial Reports, Budget, Expenditure Approvals & Audit

Mr. Hendrickson presented the Financial Reports, including the February 28 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 5A &B Mr. Stucks motioned to accept the February 28, 2019 Financial Statement and Income and Expense Report, and it was 2nd by Ms. Goerge. Motion passed unanimously.

Action Taken: 5C Mr. Stucks motioned to approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Action Taken: 5D Mr. Hendrickson reported that the Auditor's Management Letter was in the packet. Mr. Stucks thanked staff for their work with the auditor.

Agenda Item #6A: Magnolia Terrace Bond Application

Mr. Hendrickson presented the background on the Magnolia Terrace bond application, including an explanation of the process that the HFA had established. He emphasized that this was the beginning of the process. Mr. Breth and Mr. Mustian presented the Inducement Resolution. A discussion followed on the bond application review process, the bond allocation process, the TEFRA approval process, and the prospects for additional bond applications, including from the Orange Avenue Redevelopment effort.

Action Taken: 6A Mr. Stucks motioned to approve the Inducement Resolution prepared by bond counsel, subject to all condition in the HFA of Leon County MF Handbook and the recommendations included in the full FA analysis of the application, and it was 2nd by Mr. Rogers. Motion passed unanimously.

The Board directed Mr. Hendrickson to invite a representative of the Orange Avenue Redevelopment effort to an HFA meeting to discuss financing opportunities. The Board also directed Mr. Hendrickson to research Opportunity Zones and their potential benefit to MF bond developments/financings.

Agenda Item #6B: HFA Annual Report

Mr. Hendrickson explained that the HFA was now required to submit an annual report to the Board of County Commissioners, but there was no specific date upon which the report was due. He stated that a draft report was in the Board Packet. The Board agreed to review the draft and provide any comments prior to the April Board meeting, where a final report would be available for review and approval by the Board.

Action Taken: 6B The Board **directed Mr. Hendrickson to include a proposed final annual report in the April Board Packet, for Board review and approval.**

Agenda Item #7A: Donation of Land Parcel to Habitat for Humanity

Mr. Rogers reported on the decision to grant a land parcel to Habitat for Humanity, with conditions that would ensure that the parcel would be developed quickly and that there would-be long-term affordability on the property.

Action Taken: No action taken.

Agenda Item #8A: Emergency Repair Program

Mr. Hendrickson reported on the status of the program.

Action Taken No action taken.

Agenda Item #8B: Real Estate

Mr. Hendrickson reported on the status of the marketing by Ketcham Realty.

Action Taken: No action taken.

Agenda Item #8C Legal Update

Mr. Mustian reported that he had reviewed the Inducement Resolution and associated documents which the Board considered at this meeting.

Action Taken: No Action Required.

Agenda Item #8D To-Do List

Mr. Hendrickson reported that the to-do list was in the Board Packet..

Action Taken: No Action Required

Agenda Item #8E: Florida ALHFA Conference Sponsorship

Mr. Hendrickson reported that the Board had sponsored the Florida ALHFA Conference at the Silver (\$1,000) level in 2018.

Action Taken: Mr. Stucks motioned that the Board approve a \$1,000 Silver Sponsorship for the 2019 Florida ALHFA Conference, and it was 2nd by Ms. Milon. Motion passed unanimously.

The Board was also asked who would be attending the Conference. Chairman Lewis, Vice-Chair George, and Members Rogers and Stucks replied that they would attend, with Secretary Sharkey and Member Milon indicating that they would not. Mr. Hendrickson stated that he would check with Treasurer Gay.

Agenda Item #8F: State Legislative Update

Mr. Hendrickson updated the Board on the 2019 Legislative Session.

Action Taken: No action taken.

Agenda Item # 9: Adjournment

On a motion by Mr. Stucks, 2nd by Ms. Milon, the Board voted unanimously to adjourn the meeting at 1:10 P.M.

 Tom Lewis, Chairman

 Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: MARCH 14, 2019

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	2-15-19 to 3-14-19	\$ 3,583.33
1064	The Hendrickson Company	Administrator	3/15/2019	\$ 3,583.33
	The Hendrickson Company	Copying		
	The Hendrickson Company	Copying		
	Nabors Giblin & Nickerson	Legal	2-13-19 to 2-14-19	\$ 479.20
1065	Nabors Giblin & Nickerson	Legal	3/15/2019	\$ 479.20
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	2/13/2019	\$ 131.69
Check 1063	Doug Crowley Insurance	Board Insurance	2/22/2019	\$ 3,142.49
	Office Depot	Copying	3/12/2019	\$ 107.02
	Office Depot	Supplies- Dividers/Clips	3/12/2019	\$ 55.36